

**CITY COUNCIL MEETING  
McMinnville, Oregon**

**AGENDA**

**McMINNVILLE CIVIC HALL  
200 NE SECOND STREET**

**March 8, 2016**

**6:00 p.m. – Informal Dinner Meeting**

**7:00 p.m. – Regular Council Meeting**

Welcome! All persons addressing the Council will please use the table at the front of the Board Room. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

***NOTE: The Dinner Meeting will be held at the McMinnville Civic Hall and will begin at 6:00 p.m. Fire Chief Leipfert will discuss Fire/Ambulance long term partnership options.***

**CITY MANAGER'S SUMMARY MEMO**

- a. City Manager's Summary Memorandum

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than:*

- 1) a topic already on the agenda;*
- 2) a matter in litigation,*
- 3) a quasi judicial land use matter; or,*
- 4) a matter scheduled for public hearing at some future date.*

*The Mayor may limit the duration of these comments.*

**CONSIDER MINUTES OF THE DECEMBER 8, 2015 DINNER AND REGULAR MEETINGS**

- a. Consider minutes of the December 8, 2016 City Council Dinner and Regular meetings
1. NEW BUSINESS
- a. Historical Review of Police Activity in the Downtown Core
  - b. Update Regarding Sign Ordinance Amortization Requirements

2. RESOLUTIONS

- a. **Resolution No. 2016 - 11:** Providing for a fee schedule that allows the Fire Department to recover costs for services allowed within the International Fire Code as adopted by the State of Oregon
- b. Resolution No. 2016 - 12 - A Resolution awarding the contract for the Cook School Sanitary Sewer Rehabilitation Project, Project 2014-9.

3. ADVICE / INFORMATION ITEMS

- a. Reports from Councilors on Committee and Board Assignments
- b. Department Head Reports
- c. Cash and Investment Report - December 2015

4. ADJOURNMENT



**City Council- Regular**

**TO:** Mayor and City Council  
**FROM:** Rose Lorenzen, Administrative Assistant / HR Analyst  
**DATE:** 03/08/2016  
**SUBJECT:** City Manager's Summary Memorandum

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**SUMMARY:**

**M E M O R A N D U M**

**DATE:** March 2nd, 2016  
**TO:** Mayor and City Council  
**FROM:** Martha Meeker, City Manager  
**SUBJECT:** Agenda for the Regular Council Session and the Urban Renewal Agency Meeting for March 8th, 2016

**PRESENTATION: Historical Review of Police Activity in the Downtown**

Chief Matt Scales will provide a historical snapshot of police activity in McMinnville's Downtown area since 2012. This presentation is part of a review of the City's preparation for the upcoming summer peak season as we work with the MDA, local businesses, churches, and others to ensure a vibrant and livable downtown core.

**PRESENTATION: Update on Sign Ordinance 4900 adopted November 5th 2008**

In November 2008 the Council adopted sign restrictions in order to:

- Improve the visual qualities of McMinnville's streetscape environment through the use of equitably applied sign height, size, and location standards
- Provide minimum, consistent, and enforceable sign standards by regulating sign location, size, height, illumination, construction, and maintenance
- Minimize visual clutter caused by signs by limiting their numbers and duration of use
- Protect citizen safety by prohibiting hazardous signs

As part of the implementation plan, the Council approved an eight-year grace period to allow affected businesses time to transition. This period will come to a close at the end of this calendar year and as a result, the City is preparing mailers to affected property owners. This update will provide a look at the scope of nonconforming signs still left within the City and the next steps necessary to bring them into compliance.

## **RESOLUTIONS**

### **Resolution Amending Fire Department User Fees**

In order to recover costs associated with fire inspections, responses to false alarms / illegal burn activity, and permitting, the Staff is recommending the adoption of a Fire Fee Schedule. Please note that costs are calculated based on manhours expended or on Oregon State's set rate for conflagration costs.

### **Resolution Awarding the Contract for the Cook School I & I Sewer Rehabilitation Project**

This contract outlines the repair or replacement of 9,382 linear feet of sanitary sewer mainline, the installation of 1,675 linear feet of new storm sewer pipe, and associated work for the Cook School Sanitary Sewer Project. After receiving four bids, the Staff is recommending awarding the contract to Emery and Sons Construction Group, in the amount of \$2,653,513.00.

### **URBAN RENEWAL AGENCY MEETING**

With the impending retirement of Cassie Sollars, Manager for McMinnville's Downtown Association, the Staff is recommending Cassie's successor, Rebecca Quandt, be appointed in her place as an ex-officio member of the McMinnville Urban Renewal Advisory Committee.

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**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

Consider minutes of the December 8, 2016 City Council Dinner and Regular meetings

**BACKGROUND:**

See Attached Minutes

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**Attachments**

December 8, 2016 Minutes

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CITY OF MCMINNVILLE  
MINUTES OF DINNER MEETING of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, December 8, 2015 at 6:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
		Rick Olson, Mayor

Also present were City Manager Martha Meeker, Interim City Attorney Walt Gowell, Planning Director Doug Montgomery, Community Development Director Mike Bisset, and a member of the news media, Don Iler of the News.

DINNER

CALL TO ORDER: Council President Jeffries called the Dinner Meeting to order at 6:23 p.m. and welcomed all in attendance. He advised that Mayor Olson would not be in attendance at the evening's meetings.

INTERVIEWS - BUDGET COMMITTEE AND HISTORIC LANDMARKS COMMITTEE: City Manager Meeker advised that there were three candidates for the vacant Budget Committee position and two candidates for the vacant Historic Landmarks Committee position.

City Manager Meeker reviewed the term limits of the Historic Landmarks Committee, which is set at two full four-year terms. Planning Director Montgomery added that should the Council wish to alter the structure of the Historic Landmarks Committee, it would need to amend the 1985 ordinance.

CONSIDERATION OF A ROUNDABOUT AT THE INTERSECTION OF JOHNSON AND 5<sup>TH</sup> STREETS: Councilor Ruden stated his belief that a thorough discussion was needed on this topic. He wondered if a roundabout was the best option for this intersection. He pointed out that it would be a costly option and one that had not been included in the Transportation Bond. Community Development Director Bisset agreed with Councilor Ruden and stated that after the idea had been thoroughly reviewed at the staff level, they came to the conclusion that a traffic signal would be the best option.

REVIEW OF COUNCIL AGENDA: Council President Jeffries reviewed the balance of items on the Council's Regular Meeting agenda.

ADJOURN: Council President Jeffries adjourned the Dinner Meeting at 6:45 p.m.

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Rose A. Lorenzen, Recording Secretary

CITY OF MCMINNVILLE  
MINUTES OF REGULAR MEETING of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, December 8, 2015 at 7:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
		Rick Olson, Mayor

Also present were City Manager Martha Meeker, Interim City Attorney Walt Gowell, Planning Director Doug Montgomery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, and members of the news media, Don Iler of the *News Register* and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Council President Jeffries called the meeting to order at 7:00 p.m. and welcomed all in attendance. He noted for the record that Mayor Olson had been excused from the evening's meeting.

PLEDGE OF ALLEGIANCE: Councilor Ruden led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Jeffries asked if there were citizens in the audience who wished to discuss items not on the evening's agenda. No comments were heard.

- 1 INTERVIEW AND APPOINTMENT OF MEMBER TO THE BUDGET COMMITTEE: The following three citizens interviewed for the vacant position on the Budget Committee:
- Meredith Nelson, 331 NE 7<sup>th</sup> Street
  - Matthew Newton, 2315 SW Taylor Drive
  - Fred Stemmler, 977 NW Meadows Drive
- Each of the applicants gave a brief history of their background and their reasons for seeking the position. Each answered a series of questions posed by the members of the Council. All expressed interest in the community and the voluntary nature of the Budget Committee. They also spoke about the need for fiscal accountability within City funding that would allow the City to continue to grow and prosper.

Following the three interviews, the Council deliberated. Each Councilor expressed their appreciation to the

applicants and noted that each of the three candidates were invested in the community and would bring their own individual strengths to the Committee.

Following further discussion, Councilor Drabkin MOVED to appoint Meredith Nelson to the Budget Committee; SECONDED by Councilor Hill. Motion FAILED. (AYE: Drabkin and Hill; NAY: Jeffries, Menke, Ruden, Yoder.)

Councilor Menke MOVED to appoint Matthew Newton to the Budget Committee; SECONDED by Councilor Yoder. Motion TIED. (AYE: Jeffries, Menke, Yoder; NAY: Drabkin, Hill, Ruden, Yoder.)

Councilor Hill MOVED to appoint Fred Stemmler to the Budget Committee; SECONDED by Councilor Ruden. Motion PASSED unanimously.

Councilor President Jeffries welcomed Mr. Stemmler to the Budget Committee and thanked Ms. Nelson and Mr. Newton for their interest in the position. He encouraged them to continue with their volunteerism within the community.

2

INTERVIEW AND APPOINTMENT OF MEMBER TO THE McMinnville Historic Landmarks Committee: The following two citizens interviewed for the vacant position on the Historic Landmarks Committee:

- J. W. Millegan, 629 NE 2<sup>nd</sup> Street
- Rebecca Quandt, 620 SW Taft Street

Each of the applicants gave a brief history of their background and their reasons for seeking the position. Each answered a series of questions posed by the members of the Council. Both expressed their interest in the community and the voluntary nature of the Historic Landmarks Committee. They also spoke about the need to preserve the historic nature of the community's homes and commercial structures and about their experience in building preservation.

Ms. Quandt expressed her ability to work with diverse stakeholders whom may have differing opinions on preservation efforts. She pointed out that the use of GIS for mapping of the community's historic buildings would be advantageous to the Committee. She related that her passion was preservation of historic buildings but also was aware that not every building could or should be saved.

Mr. Millegan spoke of several private commercial and residential structures in McMinnville that had either been moved or razed. He advised that he moved to McMinnville because the city was the town of his dreams. He stated that he believed that the Committee had not met any of the six items detailed in the Historical Landmarks Ordinance No. 4401). He also noted that if he were appointed to the Committee, he would contact staff; however, he would not



take direction from staff. In closing, he suggested that the Council could appoint both applicants to the Committee.

Following the interviews, the Council held discussion regarding the applications. They noted that both individuals held a strong passion for the community and preservation of its historic structures and that both were highly qualified for the position.

Councilor Menke MOVED to appoint Rebecca Quandt to the Historic Landmarks Committee; SECONDED by Councilor Yoder. Motion PASSED (NAY: Drabkin).

Council President Jeffries welcomed Ms. Quandt to the Historic Landmarks Committee and advised that Planning Director Montgomery would contact her in the near future regarding her Committee responsibilities.

3

### OLD BUSINESS

3 a

UPDATE FROM ZERO WASTE REGARDING FUNDRAISING EFFORTS TO MEETING MATCHING FUNDS: Council President Jeffries welcomed Zero Waste Board members Ramsey McPhillips, Patriciafaye Marshall, and Steve Iversen.

Mr. McPhillips and Ms. Marshall spoke about last summer's successful recycling project. Mr. McPhillips stated that the project was a soft introduction to discover where McMinnville is in relation to the way its members deal with trash in its event sector. 90 percent of the trash from Alien Daze, the International Pinot Noir Celebration, 4<sup>th</sup> of July, Turkey Rama, and other events was diverted from the landfill. Mr. McPhillips praised the efforts of the community's citizens and stated that he could not say enough about how great the community support has been.

Ms. Marshall spoke about the organization's fund-raising efforts. She noted that the McMinnville Downtown Association donated the first \$500 to Zero Waste. Zero Waste has worked very closely with the MDA and Recology on its recycling efforts. The organization currently has 55 sustaining Circle sponsors and donors who have given enough money for Zero Waste to meet its City matching grant requirements of \$5,000.

Steve Iversen, on behalf of the entire Zero Waste organization, requested the Council to look seriously at the feasibility of moving the City away from the use of plastic bags and to the use of reusable bags. He advised that Zero Waste would help at every possible juncture and that Eric Grimstead, Chair of the City's Sustainability Committee, is an excellent partner. He explained that Zero Waste will meet with and do outreach to McMinnville businesses and other stakeholders (large grocery stores, the McMinnville Area Chamber of Commerce, and the McMinnville Downtown Association, etc.) to educate leaders regarding doing away with plastic bags. He stated that

Zero Waste has a proposed enactment date of Earth Day 2017 for banning the plastic bag in McMinnville. He hoped that the Council would enact an ordinance to that effect - similar to the cities of Portland, Eugene, Corvallis, and Ashland.

The Council members each thanked the group for the presentation and encouraged them to move forward with their plans. City Manager Meeker advised that staff would continue to work with Zero Waste and reminded everyone of the Council's goals regarding sustainability.

- 3 b APPROVAL OF VISIT MCMINNVILLE BUSINESS PLAN: City Manager Meeker advised that according to the implementation ordinance, the City Council needs to approve the Visit McMinnville Business Plan.

Councilor Drabkin MOVED to approve the Visit McMinnville business plan as presented; SECONDED by Councilor Hill. Motion PASSED unanimously.

- 3 c CONSIDERATION OF A ROUNDABOUT FOR THE INTERSECTION OF JOHNSON AND 5<sup>TH</sup> STREETS: Community Development Director Bisset stated that HDR Engineering was before the Council on November 10, 2015 to present options related to the Alpine Avenue / 5<sup>th</sup> Street Transportation Bond Project. At that time two concepts for the Johnson Street / 5<sup>th</sup> Street intersection were presented - one with a roundabout at the intersection and another with a signalized intersection. Since that time, as directed by the Council, staff worked to bring back a list of issues and impacts regarding both options.

Mr. Bisset related that the footprint of the roundabout option would have a significant impact on the area. Additionally, the cost for a roundabout is significantly higher than the budgeted traffic signal. The additional investment needed for the roundabout would be somewhere in the neighborhood of \$500,000 to \$700,000. This amount would pay for two years of routine overlays and would have significant impact on construction which would require rerouting traffic through the adjacent neighborhood. Although staff was intrigued about the possibility of the roundabout, after research, is recommending that the Council continue the course of a traffic signal at that location.

Following Council discussion and agreement that the roundabout at the Johnson Street / 5<sup>th</sup> Street intersection was not the best approach, Councilor Ruden asked about other enhancement ideas for that intersection. Mr. Bisset responded that the 5<sup>th</sup> Street project does bring in an element of the downtown and perhaps lighting could be extended to tie downtown to the Alpine Avenue / 5<sup>th</sup> Street project. He added that pedestrian enhancements might also be used to make Alpine Avenue more accessible. The traffic

signal would be decorative in style - similar to the one located at Johnson Street and 3<sup>rd</sup> Street.

At the end of the discussion, Council President Jeffries advised that it was the consensus of the Council to move forward with the traffic signal at the Johnson Street/ 5<sup>th</sup> Street intersection.

4

#### NEW BUSINESS

4 a

PRESENTATION BY FRED STEMMLER OF RECOLOGY WESTERN OREGON REGARDING REDUCING THE INFLOW OF MATERIAL TO RIVERBEND LANDFILL: Recology General Manager Fred Stemmler spoke to the Council about Recology's strategic planning process. He noted that since he had last been before the Council, the Department of Environmental Quality (DEQ) had passed new aspirational goals related to the organization's diversion rates. The rate is a healthy challenge that Recology can absolutely reach through diversion of materials from the landfill and into compost and other useful projects. He praised the efforts of the Zero Waste volunteers and advised that they are teaching each other about best practices and recycling. He advised that Recology has seen a higher participation rate with their composting program. He stated that the yard debris dropoff is a very popular service and because of the yard debris program and the other recycling programs Recology offers, they have seen a drop down frequency of residential garbage service. The company is looking to add curbside glass collection to its curbside recycling program in the very near future.

Mr. Stemmler discussed his second challenge - the company is technically operating under an expired trash contract with Riverbend Landfill and because of this, Recology is actively looking at long-term alternatives and solutions. He explained that although he had heard assurances that Riverbend Landfill will remain open, there were no guarantees. He acknowledged that he is a contingency planner and would like to have a good alternative plan in place should the landfill close. He related that he now knows distance and prices to other landfills, and he understands construction costs, so he has the ability to model out Recology's financial plan with a high degree of confidence.

A question and answer period followed Mr. Stemmler's presentation. He advised that "yard debris" also includes anything that is grown on a bush or tree or other vegetable materials. He explained that curbside pickup of yard debris runs about \$10.00 every other week and it is a great way to reduce the amount of materials going into the landfill. Additionally, it is possible to start and stop the yard debris program as is necessary.

Following the question and answer period, each of the Councilors thanked Mr. Stemmler for his presentation and

his efforts to reduce the amount of materials going into the landfill.

4 b

PRESENTATION BY NEAL HULKOWER REGARDING IDEAS FOR A MORE REPRESENTATIVE CITY COUNCIL: Dr. Hulkower introduced himself and explained that he researched how City Councils are elected - wards or specific areas versus at large elections. He stated his research showed him that only 26 percent of the cities of the size of McMinnville in Oregon elect by ward. He strongly encouraged the Council to move to at large elections for its City Council seats.

Mr. Hulkower advocated for a voting method known as the "aggregation method." He presented a Powerpoint slide show that explained the aggregation (or Borda) method of voting.

Mark Davis, 652 SE Washington Street, stated that although he preferred elections by wards in McMinnville, he would like to see the aggregation method implemented at the state or national level.

Council President Jeffries thanked Mr. Hulkower for his interesting and informative presentation.

4 c

CONFIRMATION OF 2016 COMMITTEE APPOINTMENTS: This agenda item was forwarded to the January 12, 2016 City Council meeting.

5

ORDINANCES

5 a

GRANTING A NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE TO ASTOUND (2<sup>ND</sup> READING): City Manager Meeker advised that there were no changes to the ordinance since the November 24, 2015 reading.

Interim City Attorney Gowell read by title only Ordinance No. 4998 granting a non-exclusive telecommunications franchise to Astound. (No Councilor present requested that the ordinance be read in full.)

Ordinance No. 4998 PASSED by a unanimous roll-call vote.

5 b

GRANTING A NON-EXCLUSIVE TELECOMMUNICATIONS FRANCHISE TO ONLINE NW ("GRANTEE" OR "FRANCHISEE"): City Manager Meeker advised that Online NW would like to provide services at the residential level as well as high-end DSL to businesses. To do this, the company will need to access the City's rights-of-way.

Interim City Attorney Gowell read by title only Ordinance No. 4999 granting a non-exclusive telecommunications franchise to Online NW ("Grantee" or "Franchisee"). (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4999 PASSED by a unanimous roll-call vote.

6

RESOLUTION

6 a

APPROVING TASK ORDER NO. 2 TO THE PERSONAL SERVICES CONTRACT FOR THE DESIGN OF THE 5<sup>TH</sup> STREET AND ALPINE AVENUE TRANSPORTATION BOND MEASURE PROJECTS: Community Development Director Bisset advised that when the City Council met with the McMinnville Urban Renewal Agency Committee, interest had been expressed to expand the Alpine Avenue project to include an additional two blocks between 10<sup>th</sup> and 11<sup>th</sup> Streets to the project and to be funded by urban renewal funds. The work would be bid as an additive alternate at the same time the Alpine Avenue transportation bond project is bid. If the bid pricing for this work is favorable, the Urban Renewal Agency may elect to proceed with the project construction at the same time that the transportation bond work is constructed during the summer of 2016. The proposed resolution would amend the Personal Services contract to include final design engineering services and construction bidding services for Alpine Avenue, between 10<sup>th</sup> and 11<sup>th</sup> Streets.

Councilor Hill MOVED to adopt Resolution NO. 2015-61 approving Task Order No. 2 to the Personal Services Contract for the design of the 5<sup>th</sup> Street and Alpine Avenue transportation bond measure projects; SECONDED by Councilor Ruden. Motion PASSED unanimously.

7

ADVICE / INFORMATION ITEMS

7 a & b

COUNCIL AND DEPARTMENT HEAD REPORTS: Each Councilor and Department Head present gave a brief report.

8

ADJOURNMENT: Council President Jeffries adjourned the meeting at 10:13 p.m.

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Rose A. Lorenzen, Recording Secretary



**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

Historical Review of Police Activity in the Downtown Core

**BACKGROUND:**

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**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

Update Regarding Sign Ordinance Amortization Requirements

**BACKGROUND:**

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**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

**Resolution No. 2016 - 11:** Providing for a fee schedule that allows the Fire Department to recover costs for services allowed within the International Fire Code as adopted by the State of Oregon

**BACKGROUND:**

Please see attached resolution and memorandum from Fire Chief Leipfert

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**Attachments**

Memorandum

Resolution

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# McMinnville Fire Department

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## M E M O R A N D U M

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**DATE:** March 2, 2016

**TO:** Martha Meeker, City Manager

**FROM:** Rich Leipfert, Fire Chief

**Subject:** Resolution adopting a Fire Code Fee Schedule

The City of McMinnville has adopted fire codes in accordance with the State of Oregon law. The City also created the Division of Fire Prevention within the Fire Department to enforce those codes. Currently the Division does not charge fees for items that allowed under the State adopted Fire Code.

The Fire Department Prevention Division has worked to be an enforcement division with its primary focus on education. While this approach will continue, the Department has been dealing with repeat offenders in the areas of failure to obtain a permit, illegal burns, and inspection violation repairs.

The fee schedule will allow the Department to recoup costs for permits, repeated violations, illegal burning violations, or requests for inspections that are outside the scope of the Code. It will also provide for a mechanism to better manage special events throughout the City. These events requires specific attention to life safety issues and requiring a permit that provides the rules prior to the event will help event planners understand their limitations when it comes to life safety issues.

RESOLUTION NO. 2016 - 11

A Resolution providing for a fee schedule that allows the Fire Department to recover costs for services allowed within the International Fire Code as adopted by the State of Oregon.

RECITALS:

Whereas, the City of McMinnville has adopted Fire Codes as amended by the State of Oregon in accordance with Chapter 15.04 of the McMinnville Municipal Code; and

Whereas, the current Fire Code as adopted by the State of Oregon provides for fees under Section 113 of the Fire Code; and

Whereas, the City of McMinnville has established the Fire Prevention Division under Section 15.08 under the McMinnville Municipal Code for the enforcement of the Fire Code, and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The City of McMinnville adopts the attached fee schedule (Exhibit "A").
2. This Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8<sup>th</sup> day of March 2016 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 8<sup>th</sup> day of March 2016.

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
CITY ATTORNEY

Exhibit "A"

**The McMinnville Fire Department Fee Schedule**

<b><i>Code Enforcement</i></b>	<b><i>Fee</i></b>	<b><i>Notes</i></b>
First Fire Inspection	0	
First Re-inspection	0	
2 <sup>rd</sup> Re-inspection	\$100	
3 <sup>rd</sup> Re-inspection	\$200	
4 <sup>th</sup> Re-inspection	\$400	
Failure to Comply	Citation	In accordance with <u>15.08.070</u> of the McMinnville Municipal Code
Non-Code required Inspection	\$150	Per Building per request
Environmental Review	\$50	
<b><i>Stand By Fees</i></b>		
Fire and Rescue standby request by private for profit companies, developers and industry (excludes ambulance).	Full Reimbursement	Fee is tied to Oregon State Conflagration rates for vehicles and crew
Hazardous Material Response Costs	Full Reimbursement	Fee is tied to Oregon State Conflagration rates for vehicles and crew
Vehicle Accident Non resident	Full Reimbursement	Fee is tied to Oregon State Conflagration rates for vehicles and crew
<b><i>False Alarm Response</i></b>		
Each False Fire Alarm after 3 in a six month period	\$300	
Each False Medical Alarm after 3 in a six month period	\$150	
<b><i>General Violation Fees</i></b>		
Fire response resulting from an illegal burn or specialized fire suppression required due to burning of illegal material	Full Reimbursement	Fee is tied to Oregon State Conflagration rates for vehicles and crew
Failure to obtain a permit	200	
Failure to adhere to permit conditions	200	
Burning in violation of fire code	100	
<b><i>Fireworks Permits</i></b>		
Fire Works Public Display	200	
Retail or storage (structure)	50	
Retail or storage (tent)	50	
<b><i>Event Permits(festivals, celebrations, special events)</i></b>		
For areas up / including 50,000 Sq Ft	150	
For areas over 50,000 Sq Ft	250	
Pyrotechnics/Flaming Art Performance	100	



**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:** Cook School area sanitary sewer rehabilitation project bid award

**From:** Mike Bisset, Community Development Director

**AGENDA ITEM:**

Resolution No. 2016 - 12 - A Resolution awarding the contract for the Cook School Sanitary Sewer Rehabilitation Project, Project 2014-9.

**BACKGROUND:**

At 2:00pm on February 23, 2016, the bids for the Cook School Sanitary Sewer Rehabilitation Project, Project 2014-9 were publicly opened and read aloud. Four bids were received and the results are tabulated as follows:

	<b>Schedule A</b> (Fund 77) Wastewater Capital Fund	<b>Schedule B</b> (Fund 45) Street Resurfacing Bond Measure	<b>Schedule C</b> (Fund 45) Street Resurfacing Gas Taxes	<b>Total</b>
Emery & Sons Construction Group	\$2,024,475.00	\$388,028.00	\$241,010.00	<b>\$2,653,513.00</b>
Landis & Landis Construction	\$2,078,694.65	\$392,589.00	\$256,507.25	<b>\$2,727,790.90</b>
C & M Construction	\$2,081,571.00	\$411,684.00	\$268,545.00	<b>\$2,761,800.00</b>
Canby Excavation	\$2,263,427.00	\$422,255.80	\$277,936.00	<b>\$2,963,618.80</b>

The construction estimate for the project work was \$2,750,000.

The bids were checked for completeness, including a review of the following:

- Was the bid submitted, on time, in a properly sealed and labeled envelope?
- Was the bid form properly filled out and executed?
- Did the bid include a 10% Bid Bond?
- Did the bidder submit the First Tier Sub-contractor Disclosure Form?

All four of the bids met these requirements. The bid from Emery and Sons Construction Group, in the amount of \$2,653,513.00, was deemed to be the lowest responsible and responsive bid. A detailed breakdown of the received bids is on file in the Engineering Department.

The work is located in the general vicinity of Cook Elementary School, as shown on the attached project vicinity map. The sanitary sewer rehabilitation work (schedule A of the bid), including the repair or replacement of 9,382 linear feet of sanitary sewer mainline and the installation of 1,675 linear feet of new storm sewer pipe, continues the City's efforts to reduce inflow and infiltration (I&I) in the sanitary sewer conveyance system. Rehabilitation construction methods will include open trench excavation, cured-in-place pipe lining, and pipe bursting.

The project work also includes the overlay of area streets, and the upgrade of area curb ramps to current accessibility standards. A number of the area streets (including portions of 5<sup>th</sup> Street, 4<sup>th</sup> Street, Kirby Street, Logan Street, Macy Street, 1<sup>st</sup> Street, and Brooks Street) were included in the voter approved 2014 Transportation bond measure (schedule B of the bid). The remainder of the area streets will be repaved using a portion of the City's allotment of state gas tax revenues (schedule C of the bid).

Project notices have been sent to area residents, and the project work is expected to be completed by October 15, 2016.

Funding for this project is included in the Wastewater Capital fund and the Transportation fund.

**RECOMMENDATION:**

Staff recommends that the City Council award the contract for the Cook School Sanitary Sewer Rehabilitation Project to Emery and Sons Construction Group, from Salem Oregon, in the amount of \$2,653,513.00.

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**Attachments**

RESOLUTION  
PROJECT AREA MAP

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RESOLUTION NO. 2016 - 12

A Resolution awarding the contract for the Cook School Sanitary Sewer Rehabilitation Project, Project 2014-9.

RECITALS:

At 2:00pm on February 23, 2016, four bids were received, opened, and publicly read for the construction of the Cook School Sanitary Sewer Rehabilitation Project.

The bid from Emery and Sons Construction Group, in the amount of \$2,653,513.00, was deemed to be the lowest responsible and responsive bid.

The scope of the project work includes the repair or replacement of 9,382 linear feet of sanitary sewer mainline, the installation of 1,675 linear feet of new storm sewer pipe, and associated work.

The project work also includes the grind and inlay paving of area streets.

Funding for this project is included in the Wastewater Capital fund and the Transportation fund.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That entry into a contract between the City of McMinnville and Emery & Sons Construction Group for the construction of the Cook School Sanitary Sewer Rehabilitation Project, in the amount of \$2,653,513.00, and with a substantial completion date of October 15, 2016, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract for the Cook School Sanitary Sewer Rehabilitation Project.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 8<sup>th</sup> day of March 2016 by the following votes:

Ayes: \_\_\_\_\_

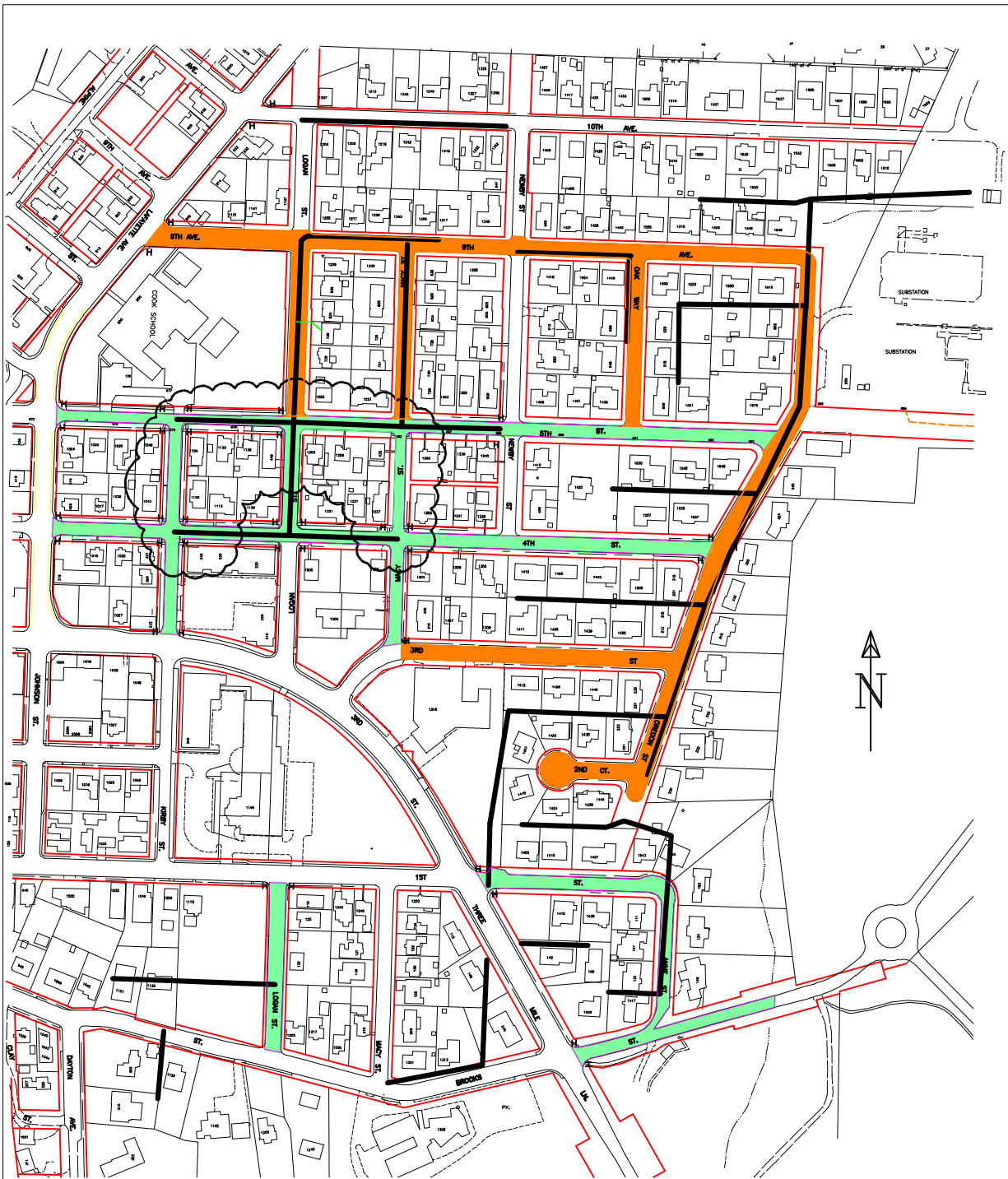
Nays: \_\_\_\_\_





Approved this 8<sup>th</sup> day of March 2016.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



-  SEWER TO REPAIR
-  GRIND & INLAY (GAS TAX)
-  GRIND & INLAY (BOND MEASURE)
-  STORM SEPARATION AREA



CITY OF McMINNVILLE, OREGON  
ENGINEERING DEPARTMENT  
COOK SCHOOL  
SANITARY SEWER REHABILITATION

SCALE: 1"=100'  
Drawn: RM  
Checked: N/A  
Date: FEB 29, 2016  
Project No. 2014-9  
SHEET 1 of 1



**City Council- Regular**

**Meeting Date:** 03/08/2016

**Subject:** Cash and Investment Report - December 2015

**Submitted For:** Marcia Baragary, Finance Director **From:** Ronda Gretzon

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**AGENDA ITEM:**

Cash and Investment Report - December 2015

**BACKGROUND:**

Cash and Investment Report - December 2015

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**Attachments**

Cash & Investment Report - December 2015

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CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND  
December 2015

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$410,034.94	\$11,975,933.75	\$12,385,968.69
05	Special Assessment	602.85	80,899.82	81,502.67
07	Transient Lodging Tax	438.21	43,000.00	43,438.21
10	Telecommunications	633.37	1,030.00	1,663.37
15	Emergency Communications	742.82	175,094.81	175,837.63
20	Street (State Tax)	632.85	1,749,111.85	1,749,744.70
25	Airport Maintenance	992.21	829,749.03	830,741.24
40	Public Safety Facility Construction	859.97	10,805.24	11,665.21
45	Transportation	837.28	18,731,261.63	18,732,098.91
50	Park Development	57.46	1,017,201.63	1,017,259.09
58	Urban Renewal	0.56	0.00	0.56
59	Urban Renewal Debt Service	637.27	174,253.46	174,890.73
60	Debt Service	374.54	2,735,193.57	2,735,568.11
70	Building	532.48	609,000.00	609,532.48
75	Sewer	653.16	1,504,903.76	1,505,556.92
77	Sewer Capital	491.46	14,535,103.65	14,535,595.11
79	Ambulance	993.82	431,835.28	432,829.10
80	Information Systems & Services	795.10	161,713.61	162,508.71
85	Insurance Reserve	447.47	1,263,290.54	1,263,738.01
CITY TOTALS		420,757.82	56,029,381.63	56,450,139.45

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.15%	\$ 420,757.82
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	\$ 12,001,555.17
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.60%	24,436,245.76
N/A	State of Oregon	Park Improvement Bonds (LGIP)	0.60%	854,356.56
N/A	State of Oregon	Transportation Bond (LGIP)	0.60%	18,163,901.60
N/A	MassMutual Financial Group	Group Annuity	3.00%	573,322.54
				<u>\$ 56,450,139.45</u>